

DEPARTMENT OF JUSTICE  
STATE BUREAU OF INVESTIGATION  
ADMINISTRATIVE SERVICES DIVISION  
RESEARCH AND PLANNING SECTION  
ACCREDITATION UNIT

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

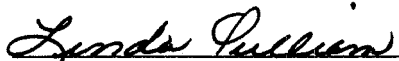
ACCREDITATION UNIT

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

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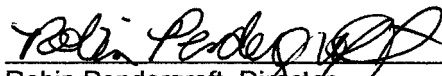
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

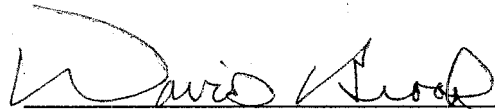
APPROVAL RECOMMENDED

  
Linda Pulliam, Chief Records Officer  
State Bureau of Investigation


  
Scottie D. Carpenter, Special Unit Supervisor  
Research and Planning Section


  
Lee Allen, Assistant Director  
Administrative Services Division

  
Robin Pendergraft, Director  
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David J. Olson, Director  
Division of Historical Resources  
David Brook W.B.

APPROVED

  
Julia White, Chief of Staff  
Department of Justice

  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

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**ITEM 38969. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND PROCEDURE MANUAL**

Electronic records concerning established methods for conducting Bureau affairs related to the functions and responsibilities of the Field Operations Division of the State Bureau of Investigation (SBI). Data is used to create SBI Policy and Procedure Manual (Notebook) File (Item 38970). (File maintenance and backup procedures conducted daily by Department of Justice, Information Technology (IT).)

DISPOSITION INSTRUCTIONS: Update in office routinely. Print procedures as updated and interfile in SBI Policy and Procedure Manual (Notebook) File (Item 38970). Retain in office permanently.

**ITEM 38970. STATE BUREAU OF INVESTIGATION (SBI) POLICY AND PROCEDURE MANUAL**

Manuals in paper and electronic formats concerning the functions and responsibilities of the Field Operations Division

DISPOSITION INSTRUCTIONS: Transfer 1 copy each to the Director, Assistant Directors, Special Agents In Charge, and other designated officials. Transfer final version of superseded manual (inclusive of all updates issued thereto) to the State Records Center when administrative value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives. Destroy in office remaining copies when administrative value ends. Data from records is entered into SBI Policy and Procedure Manual Database (Electronic) File (Item 38969).

**ITEM 47274. COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES (CALEA)**

Records used to document SBI's compliance with CALEA standards. File includes CALEA standard, Individual Standard Status Report (ISSR), written directives (law, legislation, policy and procedures), and other necessary documentation. (Comply with applicable provisions of G.S. 126-22, 126-23, and 126-24 regarding confidentiality of personnel records, G.S. 132-1.4 regarding confidentiality of criminal investigations, and G.S. 135-37 regarding confidentiality of medical records.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center 4 years after reaccreditation hearing. Records will be held for agency in the State Records Center 10 additional years and then destroyed.

**ITEM 47275. INDEX TO CALEA ACCREDITATION STANDARDS (ELECTRONIC) FILE.**

Electronic database used as index for Commission on Accreditation for Law Enforcement Agencies (CALEA) Accreditation Standards File (Item 47274). Database is used to manage and track the accreditation process and serves as a reference in the location of compliance documentation files. (File maintenance and backup procedures conducted daily by Department of Justice, Information Technology (IT)).

DISPOSITION INSTRUCTIONS: Update records in office routinely.